



**COUNTY GOVERNMENT OF KAKAMEGA**

**COUNTY INTERGRATED CORRUPTION  
PREVENTION POLICY**

**JUNE 2016**

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF  
KAKAMEGA

**COUNTY INTEGRATED  
CORRUPTION PREVENTION  
POLICY**

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## FOREWORD

The County Government of Kakamega is committed to minimising corruption, theft or other misuse of public funds and assets. The County has put systems and measures in place to curb corruption.

The County Government through its mechanisms will ensure that any corruption suspected or committed is dealt with according to the laws in place. These will include recovery of losses and punishment of those responsible. All employees of the County Government are expected to have the highest standards of conduct and to be vigilant in combating fraud and corruption in all its guises. The County Government has put in place a clear network of systems and procedures to assist in the fight against fraud and corruption. Employees are expected to be in the forefront in fighting corruption to ensure that public funds are not misused.

It is against this background that the County Government has developed this policy to ensure that all employees are aware of their roles in the fight against corruption. These arrangements will keep pace with any future development in both preventive and detection techniques regarding fraudulent and corrupt activities that may affect its operations or related activities.

This policy covers the following areas: Objectives, scope, definition, applicability, risk areas, internal audit, external audit, professionalism, co-operation, corruption response plan, protection of whistle blowers, police referral and prosecution, recovery of losses, mandate of County

## PREAMBLE

Government, corruption prevention committees and reporting mechanism.

The Executive Committee, the County Assembly, Chief Officers, County Government Officers and clients shall be sensitised on the issues covered in this policy to ensure effective implementation.

Every County Executive Committee Member, Chief Officers of respective Departments, Speaker and Clerk of the County Assembly, Members of County Assembly, County government Officers of both arms of government and clients will take personal responsibility in preventing acts of corruption and fraud in their respective capacities and areas. It is my expected hope that this policy will bring change and reduce incidences of fraud and corruption in both arms of government.

The policy shall be reviewed by the Management Corruption Prevention Committee for fitness of purpose at least once in three years and approved by the Executive Corruption Prevention Committee.



**H.E. Hon. Wycliffe Ambetsa Oparanya, EGH**  
*Governor*

The County Government has a duty to protect public funds and assets under its control against corruption both from within the system and from external sources. This Corruption Policy is part of the County Government's commitment to protect public funds and assets. The policy aims at:

- (i) Encouraging prevention of corruption;
- (ii) Promoting detection of corruption; and
- (iii) Identifying a clear path for investigation and remedial action for fraud and corruption cases/activities.



## 1.0 INTRODUCTION

One of the basic principles of public sector organisations is the proper use of public funds. It is, therefore, important that all those who work in the public sector are aware of the risk of and means of enforcing the rules against corruption and other illegal acts involving dishonesty or loss of or damage to property.

The County Government in its Integrated Development Plan (CIDP) 2013–2017 has advocated for zero-tolerance to corruption. It plans to achieve this through civic education, establishment of appropriate structures to fight corruption and anti-corruption campaigns in collaboration with other stakeholders.

This document sets out the government’s policy and response plan for detected or suspected corruption. The County Government requires all staff at all times to act honestly and with integrity and to safeguard the public resources for which the government is responsible.

Corruption is an ever present threat to these public resources and hence must be of concern to members of staff and persons employed in a similar capacity. Corruption may occur internally or externally and may be perpetrated by staff, consultants, suppliers, contractors or individually.

The purpose of this document is to set out staff responsibilities regarding both the prevention of corruption, what to do if staff suspects corruption and the action that will be taken by Chief Officers/authorised officers.

It gives a framework for a response and advice and information on certain key aspects and implications of an investigation.

## **2.0 POLICY OBJECTIVES**

The Policy objectives are to:

- Avoid corrupt behaviour by determining the preventative and detective strategies, to establish controls relating to corrupt activities and to outline investigative and reporting processes in connection with such activities;
- Stimulate an environment that actively discourages fraudulent and corrupt behaviour but in the event that such occurs, to provide a transparent framework for dealing with it;
- To maintain corruption prevention mechanisms in the works and activities of the County Government of Kakamega;
- Provide a mechanism of linkage with other legally established institutions to fight corruption; and
- Create public awareness through education.

The County Government of Kakamega shall not tolerate or condone corrupt behaviour because it will undermine the Government's effort to keep in line with its vision to be a competitive and prosperous County offering high quality services in a clean and secure environment and its mission to improve the welfare of the people of Kakamega County through formulation and implementation of all-inclusive multi-sectorial policies.

In particular, the Policy will determine:

- (i) Roles and responsibilities of the Government to fight corruption;
- (ii) The Government's strategies to deal with corrupt behaviour;
- (iii) The initial enquiry and preliminary investigation processes;
- (iv) Complainant protection;
- (v) Confidentiality processes;
- (vi) Evidence gathering and security; and
- (vii) Reporting the results of the investigation.

This document explains the County Government's Anti-corruption policy together with the steps that must be taken where corruption is suspected or discovered. It should be read by all staff, especially supervisors/heads of sections, who must bring this to the attention of their staff.

Any person who becomes aware of fraud, corruption or other illegal acts and does not report may be subjected to disciplinary action.

### **3.0 POLICY SCOPE**

This policy has been developed by the Executive arm of Government with the input of the County Assembly and is, therefore, applicable to the entire County Public Service.

### **4.0 DEFINITION OF CORRUPTION**

Corruption is defined as the "offering, giving, soliciting or acceptance of an inducement or reward which may influence a person to act against the interests of the organisation". The "Anti-corruption and Economic Crimes Act, 2003" describes "corruption" as an offence under any of the Provisions of sections 39 to 44, 46 to 47 of the same Act. Bribery, fraud, embezzlement or misappropriation of public funds, abuse of office, breach of trust or an offence involving dishonesty in connection with any tax, rate or imposed levies under any Act or under any written law relating to elections of persons to public office.

Other irregularities include: fraudulently misappropriating the County's time/pay while viewing Internet sites or any other material that might breach the County's Human Resource Policies. It also includes inappropriate use of the County's telephones and mobile phones.

Theft includes any misappropriation, stealing, malicious damage and actual or attempted break-in.



## 5.0 APPLICATION

All officers (state/public) at all levels are responsible for the communication and institutionalisation of this policy in their work place. It is the management's responsibility to maintain internal control systems. These include the responsibility for the prevention of corruption and other illegal acts by undertaking an agreed work plan.

The Internal Audit section will evaluate the adequacy and effectiveness of these controls as a means of assisting management to discharge its responsibilities.

All officers and staff should ensure that:

- They understand how the Government policies, procedures, rules and regulations impact on their services;
- They comply with the Government's policies and procedures and are aware of any service specific procedures in relation to corruption;
- Internal Audit advice and recommendations are fully considered and acted upon promptly when system weaknesses which expose the Government to the risk of loss are identified; and
- There is a good environment in which staff feel free to approach their supervisors with any concern they may have about suspected irregularities.

Chief Officers and supervisors are responsible for initially following up on allegations of corruption and will deal promptly with the matter by:

- Recording all the evidence received;

- Ensuring that evidence is sound and adequately supported;
- Reporting the matter to the corruption prevention committee;
- Contacting other law enforcement agencies, for example, the police where necessary;
- Notifying the Government's insurers where appropriate, and
- Instituting the Government's disciplinary procedures where appropriate.

While Chief Officers/authorised officers may delegate responsibility to other staff for implementation, they remain accountable and responsible for compliance with the requirements of the Government's rules and regulations.

Management at all levels are responsible for ensuring that their staff are aware of the County Government's Rules and Regulations and that the requirements of each are being met. In addition, Chief Officers and supervisors are responsible for ensuring that appropriate procedures are in place to safeguard the resources for which they are responsible and to prevent financial irregularities.

Special arrangements will apply where employees are responsible for cash handling or in charge of systems that generate payments, for example, payroll system. In these circumstances, Chief Officers must ensure that:

- Adequate training is provided for staff, and
- Checks are carried out from time to time to ensure that appropriate controls and procedures are being followed.

References and qualifications of all new employees should be thoroughly followed up and checked prior to a position being offered. In particular, where the posts are considered high risk (e.g., cash office) an in-depth vetting or references for new employees will be carried out. This could include:

- Oral or written references;
- Verifying that previous employers are genuine;
- Verifying whether their past employment record had questionable behaviour that could be replicated;
- Ensuring that the required skill profile is met;
- Verifying educational and professional qualifications; and
- Verifying previous employment and duties performed.

The Governor, Chief Officers and Sectional heads are expected to deal swiftly and firmly with those who defraud the Government or who are corrupt. The investigation process must not be misused and any abuse such as raising malicious allegations will be dealt with as a disciplinary matter.

All the above should be observed in reference to laws that govern the fight against corruption thus:

- Anti-Corruption and Economic Crimes Act, 2003;
- Public Officers Ethics Act, 2003
- Public Procurement and Disposal Act, 2005 and Rules;
- Penal Code;
- Leadership and Integrity Act, 2012 and any other legislation aimed at combating corruption.

## 6.0 BREAKDOWN OF CORRUPTION RISK AREAS AND CORRUPT PRACTICES IN THE COUNTY GOVERNMENT

DEPARTMENT	NATURE OF RISK
<b>Finance</b>	Irregular payments. Overpayments. Imprests. Delay in payments. Extortion.
<b>Procurement</b>	Inflation on prices. Compromise of quality. Collusion with tenderers. Bid rigging. Improper enrichment.
<b>Audit</b>	Sitting on audit queries. Abuse of office.
<b>Human Resource</b>	Nepotism. Favouritism. Irregular payments. Irregular employment. Sexual harassment. Conflict of interest. Placement of staff.

<b>Administration</b>	Authorisation of payments. Abuse of office. Lack of professionalism. Improper enrichment.
<b>Legal Affairs</b>	Inflation on legal fees. Collusion with hired advocates. Inhibiting representation.
<b>ICT</b>	Tampering with records. Unintended use of Internet. Authenticating non-conformity. equipment. Manipulation of records. Leaking classified information.
<b>Communication</b>	Wasteful use of communication facilities.
<b>Revenue Collection</b>	Non-surrender of collections. Fake receipts. Collusion with traders to undercharge. Conflict of interest. Non-issue of receipts.
<b>Enforcement</b>	Soliciting for bribes . Extortion. Leaking of information.
<b>Record Management</b>	Tampering of records. Information leakage.

<b>Transport</b>	Fuelling. Vehicle maintenance and repairs.
<b>Health</b>	Theft and sale of drugs and equipment. Theft of man hours. Extortion. Professional negligence.
<b>Urban Planning</b>	Approval of illegal plans of construction. Grabbing of public land.
<b>Water and Environment</b>	Illegal water connections. Extortion.
<b>Trade and Industrialisation</b>	Distribution of modern kiosks and stalls. Extortion.
<b>Public Works and Roads</b>	Issue of payment certificates. Collusion with tenderers. Misuse of plant and machinery.
<b>Agriculture</b>	Sale of subsidised farm inputs Theft of man hours
<b>Culture and Social Services</b>	Skewed allocation of shelter and social protection programs.
<b>Education</b>	Skewed allocation of bursaries.

<b>County Public Service Board</b>	Nepotism. Favouritism. Sexual harassment. Extortion. Delay in completing disciplinary cases. Political influence.
<b>County Assembly</b>	Approval of budget. Passage of bills. Conflict of interest. Procurement. Hiring of staff.

## 7.0 INTERNAL AUDIT

The Internal Audit section plays a major preventative role in trying to ensure that systems and procedures are in place to prevent and deter corruption. The section will design appropriate internal control tests for suspected financial irregularities and corruption searching exercises to establish whether irregularities have occurred. They will liaise with Heads of Departments and other authorised officers to recommend changes in procedure to prevent further losses to the Government.

The Internal Audit shall ensure that management has reviewed its risk exposures and identified the areas most vulnerable to the risk of corruption.

The Internal Audit section will advise and assist management in fulfilling their responsibility for preventing irregularities by recommending appropriate internal control measures.

## 8.0 EXTERNAL AUDIT

Independent External Audit is statutory and is an essential safeguard of the stewardship of public money. The role is delivered through carrying out specific reviews that are designed to test the adequacy of the County Government's financial systems and arrangements for preventing and detecting corruption. It is not the External Auditor's function to prevent any irregularity, but the integrity of public funds is at all times a matter of general concern.

The External Auditor has a responsibility to review the County Government's arrangements in respect to preventing and detecting corruption and irregularities and arrangements designed to limit the opportunity for corrupt practices.

## 9.0 PROFESSIONALISM

A public officer shall:

- Carry out his duties in a way that maintains public confidence in the integrity of his office;
- Treat the public and his fellow public officers with courtesy and respect;
- To the extent appropriate to his office, seek to improve standards of performance and level of professionalism in the county;
- If a member of a professional body, observe the ethical and professional requirements of that body;



- Observe official working hours and not be absent without proper authorisation or reasonable cause;
- Maintain an appropriate standard of dress and personal hygiene; and
- Discharge any professional responsibilities in a professional manner.

## 10.0 CO-OPERATION WITH OTHER AGENCIES

The County Government will keep under review procedures and arrangements to develop and encourage exchange of information on corruption activities with external agencies. The government acknowledges that in order to prevent fraudsters, it cannot afford to work in isolation and must liaise with other organisations. To this end, the government shall foster a number of external contacts which include:

- Ethics and Anti-Corruption Commission;
- National Police Service;
- Department of Criminal Investigations;
- External Auditors— (Kenya National Audit Office);
- Government Departments;
- Transparency International;
- Banks;
- National Anti-Corruption Campaign Steering Committee;
- Commission on Administrative Justice.

## 11.0 CORRUPTION RESPONSE PLAN

This section outlines the action to be taken where corruption or other illegal acts involving dishonesty, inappropriate use or damage to property are discovered or suspected. For completeness, it also deals with action to be taken where theft is discovered or suspected.

If any of the concerns mentioned in this policy come to the attention of an employee, immediate reporting is essential because it:

- Ensures consistent treatment and timely response/ action; and
- Enables an investigation by an independent team and ensures that agreed investigation procedures are followed.

The choice of contact is for the employee depending on who they feel comfortable with. They may report such an incident to any of the following;

- The Governor;
- Deputy Governor;
- County Secretary;
- Speaker of the Assembly;
- Clerk to the Assembly;
- Executive Committee Member;
- Member of County Assembly;
- Chief Officer;
- The relevant Corruption Prevention Committee;
- Police.



Any matters of a suspicious nature revealed during the course of Internal Audit work must be immediately reported to the Head of Internal Audit. Auditors should attempt to secure any document or information that might provide evidence to the issue being investigated. An appropriate course of action will then be recommended by the Head of Internal Audit to the Governor after completion of investigations.

All allegations or suspicions of employee corruption will be recorded in the confidential personnel file held within the Human Resource Unit under a unique reference heading in the log. The nature, scale and seriousness of the allegations will then be considered in determining the course of action to be taken. All stages of the investigation are to be documented and reasons for decisions taken recorded. An employee of the County Government must submit any good faith complaints or concerns regarding questionable treatment or alleged violations.

A complaint may be submitted by mail both regular and electronic or may be delivered confidentially in person to any of the persons listed above. Should the employee or any person opt to use ordinary mail, they should mark the envelope as "private and confidential". Written corruption cases can also be dropped in Anti-corruption/complaints boxes in designated areas throughout the County.

If an employee or any person wishes to discuss the matter orally, he or she should indicate this in the submission and include a telephone number by which he or she may be contacted.

Complaints should be factual rather than speculative and should contain as much specific information as possible to allow for proper assessment.

The complaint describing the alleged corruption or concern should be candid and setting forth all the information that the employee or client knows regarding the same.

The relevant corruption prevention committee will undertake a Preliminary Inquiry for information received by them into all allegations in order to ascertain if there is any substance to the claim and whether there is *prima facie* evidence which could lead to disciplinary action and or criminal prosecution.

The corruption prevention committee will use the Preliminary Inquiry material and will be required to closely liaise with the Head of Department and Human Resource during the conduct of the investigations. This work will be carried out in a timely manner.

At the preliminary stage as the allegation has not been substantiated:

- (i) Any employee cited will not be suspended from duties until sufficient evidence has been obtained; and
- (ii) The Line Department will then be informed and may be consulted where it is deemed necessary to aid in the inquiry.

The corruption prevention committee will advise the responsible Chief Officer and Sectional Head that inquiries are being undertaken.

No person will be disadvantaged if the Preliminary Inquiry shows that there is no case to answer and if this is the

case, the Chief Officer and Sectional Head will be notified accordingly.

As such, no formal record will be placed on an employee's personal file.

However, if the Preliminary Inquiry and investigations establish sufficient evidence of corruption, then the Secretary to the Corruption Prevention Committee will write to and advise the relevant Chief Officer. The relevant corruption prevention committee will also decide at this stage to assess the potential course of disciplinary action to be taken by the County Government. The employee may be suspended by the Head of Human Resource and be informed of the nature of the charge being investigated.

The suspension will be in accordance with Terms and Conditions of service and County Government's disciplinary rules and procedures. However, for certain offences or where it is prejudicial to the investigation, the employee may not be suspended.

## **12.0 PROTECTION OF WHISTLE BLOWERS**

Where information is provided under the umbrella of the government's whistle blowing policy, all concerns will be treated in confidence. If requested by the informant, every effort will be made not to reveal the identity of any person making the allegation. Any person making a referral or allegation will be interviewed by the corruption prevention committee and appropriate notes will be taken at the time of the interview and will be signed and dated. The notes are then summarised for the investigation file.

## **13.0 POLICE REFERRAL AND PROSECUTION**

Where the investigation establishes evidence of fraud, misappropriation, theft, financial malpractice or corruption of a substantial nature, the police are to be incorporated after the approval by the Executive corruption prevention committee. A liaison process will then be agreed. Where a police referral requires an employee to give evidence in court, the police or where there is criminal culpability, the Directorate of Criminal Investigation and Legal Affairs Department will provide the necessary support and guidance.

Any referral to the police will not prohibit action being taken under the County Government's disciplinary procedures. The disciplinary procedures of the County Government must be followed where it has been ascertained that an employee was involved in a corrupt or other illegal act. This may include dismissal.

The Police or any other agency of the Government wanting the staff to write statements or for interrogation for any offences committed of whatever nature should go through the Head of Department.

## **14.0 RECOVERY OF LOSSES**

Recovery of losses is a major objective of any corruption investigation. The Surcharge Committee will ensure that where possible, the amount of any loss will be quantified for all corruption investigations. The County Government will normally seek to recover the losses incurred as a result of corruption. Where the loss is substantial, legal advice shall be obtained without delay about the options available.

The Chief Officer of County Department responsible for Public Service and Administration should be informed as soon as possible of any potential loss for insurance purposes. Details of the case should also be given together with an indication of what recovery action is being attempted.

If anyone under investigation offers money in settlement of any losses to the County Government, it shall be made clear that monies offered will be accepted:

- Without prejudice to any other action that the County Government may wish to take;
- That acceptance is only in respect of losses identified to date;
- That the government reserves the right to seek recovery of any further losses that may come to light in future and
- Claims under the County Government's insurance arrangements in fraud and corruption cases should be regarded as a "last resort" and will only be instigated once all other avenues of recovery have been fully exploited.

## 15.0 MANDATE OF THE COUNTY GOVERNMENT

The County Government will be charged with the following in order to facilitate the fight against corruption:

- Provide leadership in fighting corruption;
- Operationalise Corruption Prevention Committees;
- Create public awareness by initiating and implementing

- civic education programmes on corruption prevention;
- Publicise Anti-corruption Campaigns through print and electronic media;
- Document all corruption cases presented/received;
- Take remedial action on all proven corruption cases;
- Establish Surcharge Committee;
- Train all staff to take lead in the war against corruption;
- Motivate staff to steer them away from corruption; and
- Give feedback on completed cases.

## 16.0 CORRUPTION PREVENTION COMMITTEES

There are established eight corruption prevention committees namely:

1. Executive Corruption Prevention Committee;
2. County Assembly Executive Corruption Prevention Committee;
3. Management Corruption Prevention Committee;
4. County Assembly Management Corruption Prevention Committee;
5. Departmental Corruption Prevention committee;
6. Sub-County Corruption Prevention Committee;
7. Ward Corruption Prevention Committee; and
8. Village Corruption Prevention Committee.



### 16.1 The Executive Corruption Prevention Committee

The membership of the Executive corruption prevention committee shall be:

- **Chairman** – H.E. the Governor/H.E the Deputy Governor.
- **Secretary** – The County Secretary.
- All County Executive Committee Members.

The roles of the Executive Corruption Prevention Committee shall be:

- To review and make decisions on the deliberations and reports from the Management Corruption Prevention Committee meetings.
- To deal with corruption issues touching on the Executive.
- To approve corruption prevention related documents such as corruption prevention policy, code of conduct and ethics, corruption prevention plans and any amendments thereto.

### 16.2 The County Assembly Executive Corruption Prevention Committee

The membership of the County Assembly Executive corruption prevention committee will be:

- **Chairman** – The Speaker of County Assembly.

- **Secretary** – The Clerk of County Assembly.
- The three members of the County Assembly Service Board.

The roles of the County Assembly Executive Corruption Prevention Committee shall be:

- To review and make decisions on the deliberations and reports from the Management Corruption Prevention Committee meetings.
- To deal with corruption issues touching on the Members of the County Assembly.
- To approve corruption prevention related documents such as corruption prevention policy, code of conduct and ethics, corruption prevention plans and any amendments thereto.

### 16.3 Management Corruption Prevention Committee

The membership of the Management Corruption Prevention Committee will include but not be limited to:

- **Chairperson**–County Secretary or his or her appointee.
- **Secretary** – Chief Officer, Public Service and Administration or his or her appointee.
- All other Chief Officers.
- Town Managers.
- All Sub-County Administrators.

The roles and functions of this committee shall be restricted to corruption issues touching on staff and shall be:

- To ensure that all corruption prevention initiatives are integrated in their department's Balanced Score Card and prioritize activities in the implementation of corruption preventive programmes;
- To receive and review reports on corruption prevention initiatives and take or recommend appropriate actions;
- To ensure that all decisions and guidelines on corruption prevention are communicated effectively to staff and all interested parties;
- To co-ordinate and implement County Government of Kakamega Code of Conduct and Ethics and
- To ensure they are in conformity with the Anti-Corruption and Economic Crimes Act, 2003.
- To review the policy.

#### **16.4 County Assembly Management Corruption Prevention Committee**

Its membership shall be all Heads of Departments. The roles and functions of this committee shall be restricted to corruption issues touching on the staff and shall be:

- To ensure that all corruption prevention initiatives are integrated in their department's Balanced Score Card and prioritise activities in the implementation of corruption preventive programmes;
- To receive and review reports on corruption prevention

initiatives and take or recommend appropriate actions;

- To ensure that all decisions and guidelines on corruption prevention are communicated effectively to staff and all interested parties;
- To co-ordinate and implement County Assembly Code of Conduct and Ethics and
- To ensure they are in conformity with the Anti-Corruption and Economic Crimes Act, 2003.
- To review the policy.

#### **16.5 The Departmental Corruption Prevention Committees**

The membership shall be as follows:

- **Chairperson** – Chief Officer or his/her representative.
- Heads of Sections.
- Representatives from support functions.

The roles of the committee shall be:

- To undertake corruption prevention through education and capacity building of members; and
- To receive reports from the subordinate committees.

#### **16.6 The Sub-County Corruption Prevention Committees**

- **Chairperson** – Sub-County Administrator.
- Heads of Sections.
- Members from support functions.



## **16.7 The Ward Corruption Prevention Committees**

- **Chairperson** – Ward Administrator.
- Heads of Sections.
- Members from support functions.

## **16.8 The Village Corruption Prevention Committees**

- **Chairperson** – Village Administrator.
- Village Council.
- Members from support functions.

The roles of these subordinate committees are:

- To undertake Corruption Prevention through education of staff and the public in various forums;
- To receive and document corruption cases forwarded to them and forward to the Departmental committee; and
- To open anti-corruption boxes and document all cases received and forward the same.

## **17.0 SURCHARGE COMMITTEE**

There is established the Surcharge Committee whose mandate will be:

- To identify potential areas of misuse of public assets and resources;

- To propose measures to curb the occurrences of the identified areas of misuse;
- To prepare and implement guidelines on use of public assets and funds;
- To review and make recommendations on any other identified areas of misuse of public resources and impose relevant surcharge;
- To ensure that all the surcharges by the Government Motor Vehicle Check Unit are followed and those responsible have paid the surcharge; and
- To recommend further disciplinary action where it is believed the surcharge imposed by the Government motor vehicle inspection unit is inadequate.

## **18.0 REPORTING MECHANISM**

The Secretary to the Management corruption prevention committee shall ensure safe custody of minutes and documents and submit monthly reports to the County Executive Committee Member for Public Service and Administration in the office of the Governor to table to the Executive Corruption Prevention Committee. The other lower committees will report to the immediate senior committees respectively.

The Secretary to the County Assembly Management Corruption Prevention Committee shall ensure safe custody of minutes and documents and submit monthly reports to the Clerk of County Assembly to table to the County Assembly Executive Corruption Prevention Committee.

## 19.0 CONCLUSION

The County Government of Kakamega shall continue to implement several major policies and programmes addressing social, political, economic, legal and institutional aspects in order to revitalise the economy and improve the standards of living for her people. One of such policies focuses on having all County Public Service organisations to effectively deal with corruption, wastefulness, negligence and inefficiency so as to improve on integrity, productivity and service delivery in the County.

It is in recognition of this that the Governor has directed all accounting officers in the County to institute sanctions including prosecution and sacking of any County public servant who engages in corruption and unethical conduct. The success of eliminating corruption will require the concerted efforts of both arms of government, stakeholders, clients and the entire County Public Service.

## **Vision**

A leading department in the provision of excellent human resource and administrative services in the County and beyond.

## **Mission**

To provide quality and timely human resource and administrative services for sustainable environmental, social and economic development of Kakamega County.

## **Core Values**

- Integrity
- Respect for National Diversity
- Fairness, Equity and Social Justice
- Confidentiality
- Commitment
- Public Participation
- Team Work



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